

Grand Ledge Opera House

Occupancy Schedule / Timeline of Day's Events

Please complete and return with floor plans no later than 15 days prior to your scheduled event

Name _____ Date of Event _____

Day of Week _____

Please provide a timeline of the day's events (set-up/clean-up, celebration begins/ends, vendor arrival times, ceremony starts, grand entrance, cocktail hour begins, dinner, etc.)

8:00 am _____

9:00 am _____

10:00 am _____

11:00 am _____

NOON _____

1:00 pm _____

2:00 pm _____

3:00 pm _____

4:00 pm _____

5:00 pm _____

6:00 pm _____

7:00 pm _____

8:00 pm _____

9:00 pm _____

10:00 pm _____

11:00 pm _____

12:00 am _____

1:00 am **BUILDING MUST BE VACATED BY ALL PERSONS EXCEPT OPERA HOUSE STAFF**